



**John Goodwin**

is an **RICS** and **ARLA** Licensed Member



CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **RICS**

INDEPENDENT REDRESS PROVIDED BY: **Ombudsman Services**

**IF YOU HAVE ANY QUESTIONS ON OUR FEES,**

**PLEASE ASK A MEMBER OF STAFF**



## FEES TO: TENANTS

### BEFORE YOU MOVE IN:

**Administration Fee for the first applicant\*** £175.00 (inc VAT) for one tenant  
Referencing for each person applying (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

**Additional Tenant Fee\*** £50 (inc VAT) per tenant  
Processing the application, associated paperwork and referencing

**Guarantor Fee\*** (if required) £50 (inc VAT) per guarantor  
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

**Permitted Occupier Fee\*** £75 (inc VAT) per permitted  
Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy

**Pet Deposit** Non-returnable (in addition to Security Deposit) £60 (inc VAT)  
To cover the added risk of flea and/or insect infestation. This is a non-returnable charge.

### DURING YOUR TENANCY:

**Amendment Fee** £150 (inc VAT)  
Contract negotiation, amending terms, updating your tenancy agreement during your tenancy and re-registering the deposit

**Renewal Fee** (at a tenant's request) £120 (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

**Early Termination Fee**  
Should a tenant wish to terminate their contract prior to the fixed term of the tenancy expiring, provided the Landlord has given consent, they will become responsible for payment of the re-letting fees. Rent will also be payable until a new tenant takes over the tenancy.

### OTHER FEES AND CHARGES:

**Out of Hours Services** £60 per hour (inc VAT) plus any actual costs incurred  
Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate

**Unpaid Rent I Returned Payments** Interest at 4% above Bank of England Base Rate from date due

A charge will be made to the Tenant each time a payment fails to clear of £27.50 (inc VAT)

An administration charge will be made for each written reminder for overdue rent £15.00 (inc VAT)

If the Landlord/Agent writes to the Tenant as a direct result of a breach of any of the covenants on the part of a tenant, an administration charge will be payable by the tenant of £15.00 (inc VAT)

\*non-refundable should you decide to withdraw your application.